



**Attachment #6 APPENDIX J – Addendum #3**

**Required Data Elements for Payment Processing**

Data elements required in the processing of collections for all direct pay payments from payors, Wage Assignment payments, District Office payments, Out-of-State payments and State Tax Intercept are as follows:

<b><u>Type</u></b>	<b><u>Elements</u></b>
Direct pay from payors	Case ID Number Amount Enclosed Check Number (*) Date of receipt at SDU
Wage Assignment/Income Withholding	Case ID number Amount paid Check number (*) Date of receipt <b><u>at SDU</u></b>
District Office	Case ID number Amount paid Check number (*) Date of receipt at DO (Form 681 or Form 697)
Out of State/Out of State Tax Intercept	Case ID Number Payment amount Check number (*) Date of receipt or check date as provided by the other State

\*The last ten (10) digits of check number are required for processing.